



## **JOB DESCRIPTION — OFFICE COORDINATOR**

Apricot Lane Farms is a 234-acre farm integrated within a reawakened ecosystem. With a team that makes the seemingly impossible possible, the farm regeneratively grows more than 200 varieties of fruits and vegetables, and raises sheep, cows, pigs, chickens and ducks with care and respect while working in harmony (or a comfortable level of disharmony) within a dynamic ecosystem. We are looking for an experienced and professional Office Coordinator to join our team. The Office Coordinator will be an integral part in ensuring that our office operations run smoothly and are successful in supporting other business activities.

### **Job Responsibilities**

- Perform a number of administrative functions and customer service-related tasks that assist the overall function of the office environment
- Maintain internal farm calendars
- Sort mail and packages
- Manage equipment logs
- Monitor and order inventory for office and farm
- Support yearly agriculture report filings
- Responsible for yearly Ag certifications including but not limited to: CCOF, Demeter, Ventura County Ag Commission and CalAg permits
- IT Support for other employees – must be able to set up equipment and subscription-based software
- Manage and execute internal events, including but not limited to Family Day and Holiday Party
- Reports to the Director of Business Operations

### **Requirements and Skills**

- Proven experience as office coordinator or in a similar role (2 – 5 years)
- Associate's/College degree; BSc/Ba in business administration or relevant field is a plus
- Strong written and verbal communication skills
- Excellent organizational and time management skills
- Keen attention to detail
- Service-minded, can-do attitude is a must
- Problem-solving and basic troubleshooting skills
- Tech savvy
- Proficient in Microsoft Office 365, G Suite, Adobe Acrobat and Slack
- Ability to lift at least 35 lbs.
- Must be able to occasionally work evenings or weekends should the need arise
- Must have a valid CA driver's license with clean driving record
- Bilingual (English/ Spanish) preferred but not required
- Ability to work on- farm in Moorpark, CA (Monday – Friday 7:30 am - 4pm)

### **Compensation & Benefits**

- \$25 – \$27 / hour (DOE)
- Health Benefits (Medical, Vision, Dental, Flexible Spending Account)
- 401K with employer matching
- Paid Sick + Vacation Leave
- 10 Paid Holidays
- Employee Discounts

### **How To Apply:**

To be considered, please email your resume and cover letter to [jobs@apricotlanefarms.com](mailto:jobs@apricotlanefarms.com) with the subject: Office Coordinator. No drop-ins please.